

APPENDIX F REQUIRED ITEMS FOR FAMILY CHILD CARE PROGRAMS

A. Items to be Submitted to Regional Office at Time of Initial Application

1. CFS-2241 Family Child Care Initial Licensing Checklist and all items listed on the last page.

B. Items to be Submitted to Regional Office at Time of License Continuation

1. Completed CFS-67 Family Child Care Center License Application form.
 - a. A list that provides the name, title, address, telephone number and dates of office of each member of the board of directors/governing board.
 - b. A copy of the results of the annual bacteriological water test—including nitrate level test if caring for infants under 6 months of age—if the center uses a private well.
 - c. List of support staff (e.g. cooks, maintenance personnel, etc.) that includes each person's name and title.
2. Completed CFS-69 Family Child Care Center Licensing Checklist.
3. Licensing fee.
4. Caregiver Background Check Information:
 - a. HFS-64 Background Information Disclosure form for licensee and household members age 10 and older.
 - b. Caregiver Background Check fee for licensee and any adult household members if "Caregiver Background Check Fee(s) Due" appears on the continuation packet cover letter.
5. CFS-2356 Policy Checklist – Family Child Care Centers along with any center policies and procedures that have been changed since the last licensing period.
6. Written orientation plan for any employees, substitutes and emergency back-up providers that includes all the items described in s. HFS 45.05(2)(a) if any changes have been made since the last licensing period.
7. Written plan to evacuate sleeping children in an emergency for a facility that operates during any period of time between 9:00 p.m. and 5:00 a.m. if any changes have been made since the last licensing period.
8. If dogs and cats are allowed in areas of the center accessible to children, current proof of liability insurance specifically covering the presence of dogs and cats.

C. Items to be Kept in Children's Files

1. CFS-62 Child Care Enrollment form for each child enrolled in the center.
2. CFS-2345 Health History and Emergency Care Plan.
3. CFS-61 Child Care Intake for Child Under 2 Years for each child under 2 years of age.
4. A special diet based on a medical condition, excluding food allergies but including nutrient concentrates and supplements, may be served only upon written authorization from child's physician and at the request of the parents.
5. Field Trip Permission. If the box is checked on the CFS-62 Child Care Enrollment form, nothing additional is required. CFS-58 Child Care Field Trip or Other Activity Notification / Permission form may be used for this purpose.
6. CFS-56 Child Care Center Transportation Permission or the licensee's own form when the center provides transportation for a child between the child care center and the child's home or between the center and another location such as a school.
 - a. Authorization to transport the child to and from the center.
 - b. Parental authorization for a school-age child to enter a building unescorted.
7. If child is released from care to participate in activities unsupervised by the center personnel, or arrives or departs the center by means other than parent- or guardian-provided transportation, a CFS-104 Child Care School-age Agreement or the licensee's own form that has been signed by the parent/guardian.
8. DPH-4192 Day Care Immunization Record, electronic printout from a registry maintained by a health care provider, or other parent-provided record documenting the child's immunization history.
9. If the center is licensed to care for mildly ill children, written parental consent for the center to care for the child when mildly ill.
10. CFS-59 Authorization to Administer Medication or licensee's own form signed and dated by the parent to administer medication to a child if necessary.
11. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength.
12. CFS-60 Child Health Report In-home, Family Day Care, Day Care Center form documenting the results of a child's most recent physical exam (required every 6 months for children under age 2 and every 2 years for children over age 2, except that school age children do not need a physical exam report) and signed and dated by an approved health care provider.
13. Written acknowledgement from the parents if pets and animals are allowed to roam in areas of the center occupied by children.
14. Written authorization from child's physician if a child under age 1 is to be put to sleep in a position other than on his or her back in a crib.
15. Written authorization from the child's physician if the child must be provided with another type of milk or milk substitute.

D. Items to be Kept in Staff Files

1. Completed CFS-53 Child Care Staff Record.
 - a. Documentation of entry-level training required under s. HFS 45.05(1)(b). Note: Registry Certificate is acceptable, but it is not required.
 - b. Documentation of training required under s. HFS 45.09(1)(b) if licensed to care for children under age 2.
2. CFS-53A Child Care Staff Continuing Education Record or licensee's own form.
 - a. Documentation of 15 hours of annual continuing education.
 - b. Documentation of receipt of training at least every 2 years in all of the following:
 - (1) Child abuse and neglect laws.
 - (2) How to identify children who have been abused or neglected.
 - (3) The procedures for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.
 - c. Current certificate of completion for infant and child cardiopulmonary resuscitation.
3. CFS-54 Child Care Provider Staff Health Report that was completed within 12 months prior to, or 30 days after, the person became licensed to, or began working with, children.
4. HFS-64 Background Information Disclosure form for employees 18 and older; adults compensated from other sources; substitute caregivers and volunteers age 18 and older used to meet staff to child ratios (prior to the first day of work and every 4 years thereafter), and the results of the complete caregiver background check including the DOJ results and IBIS memo (within 60 days from the date of hire and every 4 years thereafter).
5. Documentation of the days and hours a substitute, employee or volunteer has been employed to meet the applicable staff-to-child ratio under Table 45.05.
6. CFS-2255 Family Child Care Orientation Checklist documenting orientation for any child care provider or substitute who is not the licensee.

E. Items to be Provided to Parents

1. A copy of applicable center policies (See Section A Item #4).
2. A summary of HFS 45 Family Child Care. Note: Copies of the brochure "Your Guide to Licensed Child Care" may be obtained from the Child Care Information Center by calling 1-800-362-7353.
3. Written information regarding insurance coverage on the premises, on the child care operation and on vehicles when transportation is provided. Note: Liability insurance is required if cats or dogs are allowed in areas accessible to children during the hours of operation as specified in s. HFS 45.07(7)(h).
4. When food is provided by the parent, give the parents information about the requirements for food groups and quantities specified by the USDA child and adult care food program minimum meal requirements.
5. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.

F. Other Required Items

1. Written attendance records that include time of arrival, time of departure and birthdate for each child for the duration of time the child is enrolled in the program.
2. Medication and Injury Log Book with a stitched binding and lined and numbered pages.
3. If the center will be licensed to care for mildly ill children, a written plan for the provision of care to mildly ill children that has been approved and signed by an approved health care provider.
4. A written plan that has been approved by the department for ensuring supervision of the children in an emergency or during a provider's absence.
5. A written plan for taking appropriate action in the event of a fire or tornado or other emergency.
6. CFS-460 Family Child Care Center Fire and Safety Report or the licensee's own form.
 - a. Documentation of monthly practice of the fire and tornado plan.
 - b. Documentation of the monthly smoke detector tests that includes times, dates and the results.
 - c. Documentation of annual fire extinguisher inspection.
7. Accurate records of meals and snacks served shall be available for review by parents and the licensing representative. Records must be kept for 3 months.
8. Copy of CFS-52 Vehicle Safety Inspection for any center-owned or provider-owned vehicle used to transport children (Note: The vehicle inspection is to be performed annually.).
9. Current rabies vaccination certificates from your veterinarian for all pets.
10. Emergency numbers posted at telephones.

G. Items Required to be Posted in an Area of the Center Accessible to Parents

1. Family Child Care License.
2. The most recent CFS-294 Non Compliance Statement and Correction Plan or CFS-785 Compliance Statement.
3. Exceptions.
4. Enforcement Actions.
 - a. Orders issued by the Department.
 - b. Forfeiture Letters.
 - c. Notice of Revocation.
 - d. Stipulation.